

REQUISITIONING ADDITIONAL DEMANDS

GSOC 0302

OVERVIEW

- General Information
- Requirement Determination
- Request from units
- Submitting Additional Demands
- Forms used
- Daily History
- Due and Status File/Document Control File
- MOV

REQUIREMENT DETERMINATION BACKGROUND

- Requisitions are life line for Marine Corps.
- Process needs to be properly managed.
- Supply Officer is responsible for the management of the process.

ADDITIONAL DEMAND

- Requirement that cannot be satisfied by assets on hand.
- Passed to:

SMU- Supply Management Unit

DLA- Defense Logistics Agency

GSA- General Services Agency



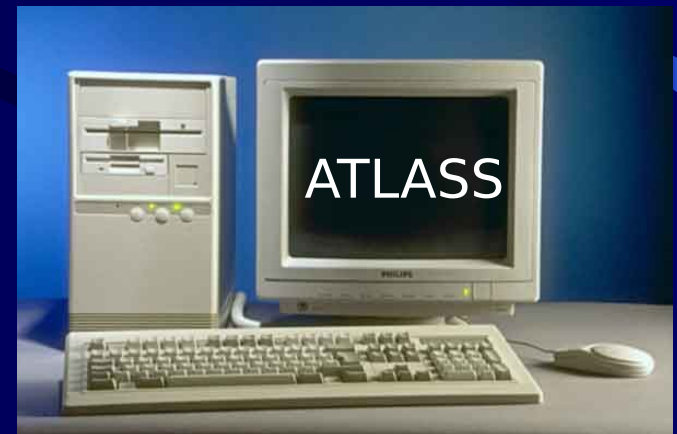
METHOD OF TRANSMISSION

ATLASS- Additional Demand inputted
into system via ATLASS.

May be submitted via telephone or
message.

NAVMC Form 10694

DD Form 1348



SUBMITTING THE DEMAND

- Demand submitted via requesting unit.
- Supply Chief reviews.
- Tech and Research is done.
- Additional Demands Clerk checks files.
- Complete input transaction.

REQUISITION TRANSACTION DIC Z0A/Z01

- Domestic/Overseas shipments.
- Ordered utilizing National Stock Number.
- Transaction inducted into ATLASS.
- Z0A/Z01 FORMAT FOUND IN:
UM 4400-124 Page 4-2-118
ATLASS UM 4400-120 Page 3-109

ZOA IN ATLASS

DIC	RIC	MS	NSN		WSC	U/I	QTY	AC	JD
ZOA	S9E	S	7430010432284				EA	1	
M21810		*024							
SERIAL		DC	SUPP-ADD	SC	ERO	PROJ	PRI	RDD	AD
CNC									
NUMBER					NUMBER				
0024		R	YHS		A			13	
PURP	CC								
C	COSTCODE								
HERE									

Z0A DISTRIBUTION

- Distribution:

Courier to SMU

Original to PAD

Copy to fiscal

Copy to customer

REQUISITION TRANSACTION Z0E

- Domestic part number requisition
- Used for NSN's not loaded to MHIF
- Requires 3 ZNS transactions
- Each ZNS requires specific information
- Provide item description

ZOE IN ATCLASS

DIC	RIC	PN	MANUFACTURER		MANUFACTURER CODE		U/I	QTY
ZOE EA	ML1 2	XX1	CM837		2736688438			
AC SUC	JD	SERIAL NUMBER	PRI	ADV	PURP	DC	NMCS	
ANMCS								
ERO NUMBER	CC	COST CODE		13	2L	A	R	
M21810 HERE	*024	0022						

ZNS TRANSACTION

- Used when submitting ZOE.
- Three separate ZNS transactions submitted.
- Provide specific info on each ZNS.

ZNS TRANSACTION CARD

1

DIC	RIC	CARD	PN #	MANUFACTURER CODE	MANUFACTURER PN/SSN	
ZNS	ML1	1	PN	CM837	2736688438	
CATALOG/PUBLICATION NUMBER			DATE PUBL	CHANGE NUM	PAGE #	ITEM REFERENCE #
TM9-4484			9*11	2	55	83

ZNS TRANSACTION CARD

2

DIC MANUFACTURER	RIC ML1	CARD 2	PN #PN	MANUFACTURER CM837	CODE 2736688
PN/SSN NCBC	ITEM DESCRIPTION UNBREAKABLE, SPRING		FSC 2540		
ASSIGNING RETIREMENT ACTIVITY M	YEAR 9*				

ZNS TRANSACTION CARD

3

DIC MANUFACTURER	RIC	CARD #	PN	MANUFACTURER CODE
PN/SSN ZNS NCBC 2736688438	ITEM DESCRIPTION ML1 3 UNBREAKABLE, SPRING		PN CM837	FSC 2540
ASSIGNING RETIREMENT ACTIVITY M	YEAR 9*			



QUIZ TIME



- Q. What transaction is used to input a requisition into ATLASS?
- Q. What transaction is used to input a requisition into ATLASS that does not have an NSN?
- Q. What 2 forms are used to manually submit a requisition?

BREAK

10 MINUTES



DOCUMENT CONTROL FILE (DCF)

File in ATLASS that tracks and controls requisitions.

Purpose: Provides units with most current status on all pending requisitions.

MANAGEMENT OF THE DCF

- Provides information on requisitions.
- Advises unit of changes to requisitions.
- Daily review insures validity of requirements.
- Gives Supply information on what Source of Supply is handling requisition.
- Available in Doc. # or NSN sequence

DOCUMENT CONTROL FILE

• DOC NUMBER RECORD NSN PRIME NSN TAM/ERO PC BOQTY DUEIN RECD PRI RDD PRICE SAC SIG ADV SUPAD
• -----
• -----

• DATE DATE
• DIC RUC SF QTY UI STAT LKH STAT SHIP NSN MODE DOC NR XREF TCN
• -----

• M28180*0240024 7430010432284 7420010432284 B5684 C 1 1 0 13 \$234.00 1
• A YHS

• AE1 S9E 1 EA BB *027 ----- 7430010432284
• Z0A S9E 1 EA *024 ----- 7430010432284

• M21810*0247005 3120010328322 3120010328322 AAA03 A 2 2 0 06 \$ 9.10 1
• A 2A YMT

• AE1 MS1 2 EA BA *027 ----- 3120010328322
• Z0A MS1 2 EA *024 ----- 3120010328322

• M21810*0340007 6230001631856 6230001631856 K4345 C 20 20 0 13 \$ 2.40 1
• A 2L YMAL

• AE1 MS1 20 EA BA *038 ----- 6230001631856
• Z0A MF8 20 EA *034 ----- 6230001631856

TRAILER RECORDS

- Printed in columns below original record.
- Read from bottom up.
- Gives latest status and SOS.

M2181040246001	7430010432284			
AE1	S9E	1	EA	BB
Z0A	S9E	1	EA	

DIC SOS STATUS TRAILERS

The diagram illustrates the structure of a trailer record. It consists of two rows of data. The first row contains 'AE1', 'S9E', '1', 'EA', and 'BB'. The second row contains 'Z0A', 'S9E', '1', 'EA', and an empty space. Below the first row, the label 'TRAILERS' is connected to 'BB' by a horizontal line. Below the second row, the label 'STATUS' is connected to 'EA' by an arrow. The label 'SOS' is connected to the 'S9E' in the second row by an arrow. The label 'DIC' is connected to 'Z0A' by an arrow.

DAILY HISTORY

- Listed in NSN/AC sequence.
- Transactions that passed edit and unmatched process.
- Ready for SASSY inventory update.
- Not processed until completely through update.
- Should be printed and reviewed daily.

DUE AND STATUS FILE (DASF)

- Record of all material due-in.
- Status transactions received for specific documents.
- Contains space for 40 max trailers.
- Warning at 35 trailers.
- NSN or document number sequence.

HEADER RECORD

- SEQUENCE OF TRAILER RECORD

1ST TRAILER

2ND TRAILER

3RD TRAILER

4TH TRAILER

5TH TRAILER



QUIZ TIME



Q.What is the purpose of the Document Control File?

Q.What is the purpose of the Daily History?

Q.What is a Document Trailer Record?

BREAK

10 MINUTES



DASF MANAGEMENT

- Manages and tracks requisitions
- Record of all requisitions from SOS.
- Record of due-in and back order.
- Record of maintenance of outstanding requisitions.

ANNOTATING THE DASF/DCF



- Ensure accurate information is recorded.
- Annotations will be made on current copy of DASF/DCF.
- Answer three questions:
 1. What type of transaction was submitted?
 2. When was the transaction submitted?
 3. What was the quantity of the transaction?

MILITARY STANDARD REQUISITION AND ISSUE PROCEDURES (MILSTRIP)

- Passing Orders- Priority requisitions that cannot be filled by SMU will be converted to AOA and routed AUTODIN.
- All status transmitted through AUTODIN.
- DIC will be AE with status to follow.

RECEIVING STATUS

- SOS Informs requisitioner of different types of status.
- AE1- Current status from SOS.
- AS1- Current shipping status.
- Both give requisitioner an idea if any action is required.

BREAK

10 MINUTES



AUDITING THE DASF/DCF

- Reconcile the old DASF/DCF with the new.
- Ensure pending action annotated reflects.
- Research any actions that are still pending.



FOLLOW UPS

- Demand failed to post to files.
- Demand posted with no status.
- Different types of follow ups for each situation.
- Depends on whether unit is loaded or non-loaded.

AGED BM STATUS

- Requisition has been passed to another Source of Supply.
- When no updated status has been received a ATA follow-up must be submitted.
- Recommended time frames for follow-ups:

No status

Priority 03

Priority 05/06

Priority 12/13

follow-up in

5 days

10 days

30 days

STATUS FROM INTEGRATED MATERIAL MANAGER (IMM)

- AF_follow-up: Used to get updated status.
- When BA status is received and no subsequent shipping status is received submit an **AF1**.

No status

follow-up in

Priority 03

7 days

Priority 05/06

10-15 days

Priority 12/13

15-20 days

AGED AS1 STATUS

- AS1 will give pertinent info:
 - Mode of shipment
 - Transportation Control Number (TCN)
 - Point of Embarkation (Overseas)
- Action will have to be taken if shipment is not received.

AGED BD STATUS

- BD Status indicates SOS reviewing requisition.
- When Estimated Review Date (ERD) exceeds ship date an AF1 should be submitted.

Follow-up in

Priority 03	7 days
Priority 05/06	10-15 days
Priority 12/13	15-20 days

BD STATUS

- If ERD is not acceptable an attempt to improve requisition will be required.

Priority 01-08 AFC

Priority 09-15 ZM1 Modify
requisition
priority.

MODIFIERS

- Occurs when a priority or a Required Delivery date has changed.
- Transaction is a ZM_
- Updates data and overlays old information.

AGED BA, M8, BH, UH STATUS

- Status posted on DCF.
- Material has not been received.
- Time frames for this condition:

Priority 02/03	3-5 days
Priority 05/06	5-7 days
Priority 12/13	7-10 days

LONESOME DEMANDS

A record on the Document Control File that HAS NOT received status within TWO SASSY Courier updates is called a LONESOME DEMAND.

ACTION TO TAKE:

- 1 Review all error and recycle listings. Correct as required by listings.**
- 2 Follow SMU SOP to follow-up.**



QUIZ TIME



Q.What 3 questions are asked when annotating the Document Control File?

Q.What does the acronym MILSTRIP stand for?

Q. What DIC is used to inform the requisitioner of the most current

BREAK

10 MINUTES



COPY OF CONTRACT



- BP, BV, Or BZ From IMM
- Indicates SOS will satisfy through open procurement.
- Contracted vendor will provide status.
- Unit should obtain “Copy of Contract” to monitor requisition.
- Document Identifier Code AB_

FREE ON BOARD (FOB)

Information on vendors contract assist in determining if a shipment is lost.

1. FOB destination, deliver by date
2. FOB destination, ship by date 30 days after
3. FOB origin, deliver by date 30 days after
4. FOB origin, ship by date 45 days after

When time frames are exceeded corrective action is necessary.

WAREHOUSE DENIAL

- M5 Status- Stock denial from warehouse.

Cause: SMU discovered required quantity was not on hand after release for shipment status.

Cure: SMU will create a backorder.
“BB” status will post to DCF.

BREAK

10 MINUTES



BACK ORDER STATUS

- Backorder status will include Estimated Shipping Dates (ESD).
- ESD's should be validated against the customer's required delivery date.

Improving ESD-

Priority 01-08 DIC AFC to the SOS

Priority 09-15 DIC ZM1

BACK ORDER STATUS cont.

- Expired ESD- Submit DIC AF_ follow up.
- No ESD- Submit DIC AFC requesting follow up.

DASF EXCEPTIONS

- Rejected requisitions

If the SOS rejects demand the due-in is no longer valid.

If requisition is still valid, find reason SOS rejected and re-submit.

Reject Status Codes: CA, CH, CP, and CS.

CANCELLATIONS

- When item is no longer required, submit a cancellation.
- Prior fiscal year cancellations should be avoided.

CANCELLATION REQUEST

- To cancel submit: DIC ZC1
- SOS will respond with AE_ with one of the following codes:

BQ – Requisition canc, no bill will be submitted.

B4 – Requisition canc, bill will be submitted for payment

B8 – Cancellation cannot be accomplished.

B9 – Cancellation being attempted. Will advise on status with subsequent transactions.

FOLLOW-UP TO CANCELLATION REQUEST

- Response from SOS in recommended time frame is required.
- Research DASF exceptions.
- Use DIC AK_ to follow up cancellation.
- Time Frames:

Priority 02/03	5 days
Priority 05/06	10 days
Priority 12/13	15 days



QUIZ TIME



Q. What DIC is used to request a cancellation?

Q. What DIC is used to improve an ESD for a 09-15 priority?

Q. What is M5 status?

BREAK

10 MINUTES



RECEIPT PROCEDURES

- Issue Point- Processes receipt and all equipment for issue.
- Information on DD1348-1A is checked for correctness.
- Receipt passed to ADL clerk.

DD 1348-1A SHIPPING RECEIPT

1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO																																							
UNIT PRICE										DOLLARS										CTS																																							
DOLLARS										CTS										4. MARK FOR																																							
20										00										ML1																																							
A5A										BX 0002 YSUPP A BK										13 2L																																							
5. DOC DATE										6. NMFC										7. FREI RATE										8. TYPE CARGO										9. PS																			
10. QTY										11. UP										12. UNIT WEIGHT										13. UNIT CUBE										14. UFG										15. SL									
2																																																											
16. FREIGHT CLASSIFICATION NOMENCLATURE																																																											
17. ITEM NOMENCLATURE SIMPLE GREEN																																																											
18. TV CONT										19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																													
22. RECEIVED BY										DAVID BERKOWITZ PVT										23. DATE RECEIVED										* 036																													
24. DOCUMENT NUMBER & SUFFIX (30-44)																																																											
M21810*0240001																																																											
25. NATIONAL STOCK NO. & ADD (8-22)																																																											
3120010328322																																																											
26. REC (4-6)																																																											
ML1 EA 00002 A 20.00																																																											
27. ADDITIONAL DATA																																																											
QTY (2)																																																											
COND "A"																																																											
(WAREHOUSE ANNOTATION)																																																											
COPY TO																																																											
ADL, CLERK																																																											

RECEIPT TRANSACTION

- Additional Demands Clerk action:
 1. Screen invoice against DASF.
 2. Annotate DASF with transaction
D6T D6T/1 D6A ZZZ
 3. Annotate receipt with transaction.
 4. Input transaction into system.

BACKORDER WITH NO DUE

Condition exist when a backorder was promised to customer and SOS is no longer processing requisition.

CAUSE:

1. Receipt processed without a backorder release indicator.
2. Material used to fill higher priority.
3. Result of a cancellation

MATERIAL OBLIGATION VALIDATION (MOV)

- Purpose: To validate pending requisitions held by the SOS.

MATERIAL OBLIGATION VALIDATION SOS ACTION

- Initiates MOV
- Sends DIC AN_ for requisitions that have backorder status.

BB, BD, BP, or BV

Transmitted Via AUTODIN or
mail

MATERIAL OBLIGATION VALIDATION USING UNIT ACTION

- Forward all AN_ to SMU operations.
- SMU OPS inputs DIC AP_ to reply to MOV.
- Conducted once every 3 months

BREAK

10 MINUTES



PRACTICAL APPLICATION

SUMMARY

- General Information
- Requirement Determination
- Request from units
- Submitting Additional Demands
- Forms used
- Daily History
- Due and Status File/Document Control File
- MOV

BREAK

10 MINUTES

